

KEYBOARDING

STATEMENT

WE BELIEVE . . .

*A strong keyboarding skill is imperative
in almost every career option*

*A strong keyboarding skill is important for functioning
day by day in our technologically advanced society*

*Efficient and effective keyboarding can only result from
proper keyboarding techniques*

THEREFORE . . .

*Strong keyboarding techniques will be
taught, encouraged, reviewed, and emphasized.*

-Utah State Office of Education
1998

TECHNIQUE CHECK			
Name _____ Period _____	DATE:	DATE:	DATE:
Eyes on copy or screen--not on hands or keyboard.			
Fingers curved and oriented to home row.			
Correct fingers used for keystrokes.			
Key with smooth rhythm and quiet hands (fingers do the reaching).			
Forearms parallel to the slant of the keyboard; wrists low but not resting on any surface.			
<i>Proper sitting posture:</i> body centered to the "h" key, back straight, feet positioned (on floor) for balance, elbows hang naturally at sides of body.			
EACH TECHNIQUE WORTH 10 POINTS 60 POINTS POSSIBLE			
"KEY BY TOUCH" RANKING	4 3 2 1	4 3 2 1	4 3 2 1

4 = Mastery Level

The student knows the correct reaches and keys by touch.

3 = Near Mastery Level

The student looks at the keys a limited number of times.

2 = Partial Mastery Level

The student looks at the keys most of the time.

1 = Minimal Mastery Level

The student is dependent on looking at the keys.